

# Florida Keys History of Diving Museum, Inc.

**Project Title:** General Program Support 2024

**Grant Number:** 24.c.ps.170.640

**Date Submitted:** Wednesday, June 1, 2022

**Request Amount:** \$65,072.00

## A. Cover Page Page 1 of 12

### Guidelines

Please read the current Guidelines prior to starting the application: [2023-2024 General Program Support Grant Guidelines](#)

### Application Type

**Proposal Type:** Discipline-Based

**Funding Category:** Level 2

**Discipline:** Museum

**Proposal Title:** General Program Support 2024

## B. Contacts (Applicant Information) Page 2 of 12

### Applicant Information

- a. Organization Name: Florida Keys History of Diving Museum, Inc. 
- b. DBA: History of Diving Museum
- c. FEID: 65-1037158
- d. Phone number: 305.664.9737
- e. Principal Address: 82990 Overseas Hwy Islamorada, 33036
- f. Mailing Address: 82990 Overseas Hwy Islamorada, 33036
- g. Website: [www.DivingMuseum.org](http://www.DivingMuseum.org)
- h. Organization Type: Nonprofit Organization
- i. Organization Category: Historical Organization
- j. County: Monroe
- k. UEI: C75GXM9CTN56
- l. Fiscal Year End Date: 09/30

#### 1. Grant Contact \*

**First Name**

Lisa

**Last Name**

Mongelia

**Phone** 305.664.9737

**Email** [director@divingmuseum.org](mailto:director@divingmuseum.org)

#### 2. Additional Contact \*

**First Name**

Sally

**Last Name**

Bauer

**Phone** 305.664.9737

**Email** [Sally@divingmuseum.org](mailto:Sally@divingmuseum.org)

#### 3. Authorized Official \*

**First Name**

Lisa

**Last Name**

Mongelia

**Phone** 305.664.9737

**Email** director@divingmuseum.org

**4. National Endowment for the Arts Descriptors**

**4.1. Applicant Status**

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Organization - Nonprofit

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**4.2. Institution Type**

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Other Museum

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**4.3. Applicant Discipline**

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Humanities

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## C. Eligibility Page 3 of 12

### 1. What is the legal status of your organization?

- Florida Public Entity
- Florida Nonprofit, Tax-Exempt

### 2. Are all grant activities accessible to all members of the public regardless of sex, race, color, national origin, religion, disability, age or marital status?

- Yes (required for eligibility)
- No

### 3. Project start date: 7/1/2023 - Project End Date: 6/30/2024 \*

- Yes (required for eligibility)
- No

### 4. How many years of completed programming does your organization have?

- Less than 1 year (not eligible)
- 1-2 years (required for eligibility for GPS and SCP)
- 3 or more years (required minimum to request more than \$50,000 in GPS)

### 5. Museum \*

- Applicant is open to the public for at least 180 days each year.
- Applicant owns or utilizes collections, including works of art, historical artifacts, or other tangible objects (live or inanimate).
- Applicant exhibits these collections, including works of art, historical artifacts, or other tangible objects to the public on a regular schedule.

## D. Quality of Offerings Page 4 of 12

### 1. Applicant Mission Statement - (500 characters) \*

The Florida Keys History of Diving Museum is dedicated to collecting, preserving, displaying and interpreting artifacts, antiques, books, documents, photographs and oral history relative to the History of Diving. We tell the international story of the attempts to explore, understand and venture under the sea. We also celebrate the special role that South Florida and the Florida Keys played in this untold story.

### 2. Programming Description - (2000 characters)

Briefly describe the project or program for which you are requesting funding. If you are an LAA or SSO, please include a statement that describes the services provided to your audience (including membership) and how those services are provided.

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For this funding cycle, HDM is requesting support for three projects. The first two will be the development of two Featured Exhibits: Aquanaut to Astronauts in the fall of 2023, followed by the sixth Dive Into Art themed exhibit in the winter of 2024. These will include educational outreach such as Museum In Motion presentations for schools (on-site or virtually), lesson plans for teachers, activity guides all visitors have access to for free, along with our monthly Immerse Yourself series which has speakers on topics related to our mission and the exhibits. The highly successful Immerse Yourself! series began in 2005 and is offered on the third Wednesday of every month at 7PM, free and open to the public, now both in person and virtually. The third project for this grant is enhanced military outreach over the summer of 2024 that will take place during the Blue Star Museums program.

Featured exhibits allow HDM to build on existing relationships, like the Art Guild of the Purple Isles (AGPI) and Monroe County School District, as well as build new connections. Our newest board member is also a member of the National Association of Black Scuba Divers. He joined our team after helping with a previous Featured Exhibit, he knows the benefits hosting unique exhibits and what is involved. He also works for NASA and has connected HDM to the Johnson Space Center for items on loan in 2023. HDM is well established, and works to broaden our audience and areas of interest with fresh topics. HDM has been a participating Blue Star Museum since the program's inception in 2010. HDM offers comped military tickets to active duty military personnel year round. During the Blue Star program (from Armed Forces Day in May to Labor Day in Sept.), up to five family members also receive free admission. This grant would allow additional special outreach and programming targeted to those families

#### 2.1. Programming Goals (2000 characters)

Please list at least three goals associated with the project or program for which you are requesting funding.

**Goals:** Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement. Goals can be listed in priority order and ranked.

**Sample goal:** To provide residents and visitors with increased opportunities to view local art and meet local artists.

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**Goal 1:** Increase outreach to different audiences and share diving history while expanding understanding of what divers do, how they work and the importance of protecting the environment. This will also grow our demographic audience. HDM will host featured exhibits and programs which provide fresh opportunities to learn science, technology, the environmental and conservation efforts as well as appreciation of art, culture and the military. Our programming has evolved over the years to meet the needs of our visitors. HDM provides a virtual and on-site presentation as well as offer self-guided or guided tours for groups.

**Goal 2:** Engage members and repeat visitors. An analysis of the last five years shows over 15,000 annually come to HDM, with a 2019 peak of more than 18,500. Featured Exhibits and exciting programs keep members interested and involved. Offering innovative topics and points of interest encourages repeat visits for all, something for everyone, divers and non-divers alike.

**Goal 3:** Increase accessibility by offering free programming. As a salute to all the military does, HDM enthusiastically participates in the Blue Star program. This benefits those currently serving in the United States Military, including Army, Navy, Air Force, Marine Corps, Coast Guard as well as Reservists, National Guardsman, U.S Public Health Commissioned Corps, NOAA Commissioned Corps. and up to five family members. This far extends beyond what people often think of "those that serve" and builds awareness to these important units. Offering the program, helps families transitioning during the summer to get better acquainted with their new post. It also helps ease the financial burden for those traveling and wanting a cultural experience. We also offer special programming guides, and highlight diving specialties in each branch of the service, this helps inform those not serving and possibly peaks interest to join.

## **2.2. Programming Objectives (2000 characters)**

Please list the three corresponding objectives for the goals listed above.

**Objectives:** Specific, measurable ends that are achievable within a time frame and mark progress towards achieving goals.

**Sample Objective:** At least 300 residents and visitors will view local art and be invited to a "meet the artist reception"

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**Objective 1:** Increase participation. Given a recent history of challenges between Hurricane Irma recovery in 2017/2018 and the COVID pandemic in 2020/2021, HDM has analyzed a five-year trend to establish measurable goals. This time period is relevant as HDM can compare historical programming. Programs are set up in timelines to coincide with a featured exhibit with attendance being tracked in our Point of Sale (POS) system. Reports show 2021 Blue Star guests was up 9% over the 5-year average. Our Blue Star measurable goal is to increase

10% annually. For Dive Into Art (DIA), HDM will measure growth by school engagement. 2021 DIA had five schools participate, 2022 DIA increased to eight. Our goal is to have ten schools in 2023 DIA and twelve in 2024 DIA.

**Objective 2: Engage members and repeat visitors.** Featured Exhibits, events and programs are scheduled in advance. Members received reduced rates or are able to reserve a seat as benefits. These types of perks encourage memberships. Our measurable goal is to increase annual member renewals by 10%.

**Objective 3: Increase accessibility.** HDM joined Museums for All this fiscal year offering free admission to those on food programs. As of this request, 71 people have used this program. Another platform for community outreach is the Museums on Us program through Bank of America. This allows cardholders free admission the first full weekend of the month. To further reach cultural enthusiasts, HDM is joined the North American Reciprocal Museum Association (NARM) to both encourage family memberships and reach a wider museum audience. The program allows NARM members free access to over 1,200 museums and art galleries. All of the above mentioned plans again are reported through the HDM POS system. Staff monitors the success by analyzing participation and locations of where the visitors are from. Our objective is to see these programs launch and increase by 5% annually

### **2.3. Programming Activities (2000 characters)**

Please list the project or program activities.

**Activities:** These are the specific activities that achieve the objectives.

**Sample Activities:** Work with local arts and tourism organizations to promote art shows.

Communicate with local art teachers to encourage students to attend shows. Schedule artist commentaries and news articles to promote the shows.

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**Activity 1:** HDM will host Aquanaut to Astronaut Featured Exhibit through December 31, 2023 and create unique educational outreach programming tailored to audiences from school age students to weekend visitors in the Keys. This will include Museum in Motion presentations linking the science of extreme environments under the sea to zero gravity space walks and creating take home activity guides that are located in the exhibit. HDM distributes over 150 of these activity guides on-site monthly, along with what is handed out at schools.

**Activity 2:** To involve members and encourage repeat visits, HDM will offer special weekend and evening programs with call ahead seating options for members (i.e. free Immerse Yourself! presentation), or reduced rate tickets if a paid event. Unique programs have participants looking forward to the next event, building a bond with HDM staff and have been successful in growing our volunteer base. In addition, HDM provides free virtual programming and records presentations to put on our YouTube Channel which helps with Goal 3. This fiscal year to date, the top 5 response on “How Your Heard” recorded in POS was YouTube.

**Activity 3:** To increase accessibility, HDM will also give students incentives. HDM offers free family admission to students that complete either of the two outreach programs. For Dive Into Art (DIA), students create artwork for display in the museum exhibit. For Dive Into Reading (DIR), students read a book, complete a worksheet and attend a ZOOM with the author. Our last DIA exhibit engaged close to 200 students in seven difference classes from Key Largo to Marathon and DIR included 45 pupils at a Key West school. Students get to join

in fun learning experiences and get the bonus of providing their family a free museum outing to see their work on display or show them diving gear that was discussed in the ZOOM meeting.

#### **2.4. Partnerships & Collaborations (2000 characters)**

Describe any partnerships and/or collaborations with organizations directly related to General Programming (GPS) or the Specific Cultural Project (SCP). Discuss the responsibilities and benefits of the relationship and whether any formal agreements are in place.

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The winter featured exhibit, Dive Into Art (DIA), is put together from a long standing relationship with the Art Guild of the Purple Isles and Monroe County School District (MCSD). There has been four uniquely themed DIA Exhibits, with plans for 2023 Edge of the Sea and 2024 (topic to be determined). Lesson plans are provided for the 2<sup>nd</sup> grade to high school level, benefiting the art, English, history and science departments. Dive Into Reading (DIR) programming is a separate collaboration to benefit the reading department. During Edge of the Sea, HDM will team up with eco-tourism companies to host kayak and paddle board tours. This connection will introduce new audiences to HDM.

For the second featured exhibit of the year, HDM identifies new sources to partner with. This year HDM worked closely with museums, historians and scientists in Tarpon Springs and around Florida for our Sponge Hunters Exhibit. HDM has items on loan from the Tarpon Springs Area Historical Society and Dr. Shirley Pomponi, Women Diver Hall of Fame. In 2023 HDM is collaborating with NASA, retired aquanauts and astronauts, Florida International University along with space and diving industry professionals.

HDM joins forces with world renowned historians, speakers, scientists, industry leaders, and organizations like the Historical Diving Society to bring unique topics together for once-in-a-lifetime memories. In addition to other non-profits like Coral Restoration Foundation, Reef Environmental Education Foundation, and I. CARE in conservation to add value to the efforts others are making in “the quest to explore under the sea.”

For military outreach, Blue Star Museums is a collaboration among the National Endowment for the Arts, Blue Star Families and the Department of Defense. HDM partners with the Coast Guide Auxiliary, allowing them use of our research library for training and meetings plus free of charge to other non-profits including the Florida Keys Council of the Arts and Community Foundation of the Florida Keys.

#### **3. Collection Summary (5250 characters)**

Provide a summary of the collection (live or inanimate) and the collection policy including: 1) Size and scope of collection(s) the museum owns or uses; 2) Conservation and care; and 3) Overview/brief list of Inventory/registration methods. If you are not a collecting institution answer Not Applicable

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HDM has a meticulous Collection Policy. Staff document and catalog our inventory in PastPerfect, using a numbering methodology which currently shows over 2,500 artifacts and over 3,250 books and magazines in our Bauer History of Diving Research Library. As of this

grant request, it was last reviewed in 2021. There are now 16 exhibits on display covering over 4,000 years of “the quest to explore under the sea”.

The scope of the collection begins with early writing of Gilgamesh from 2500 BCE, continues through early 1800s with breath-hold diving, early diving machines and bells, then the transition to helmet diving. The exhibits move on to cover the beginnings of Marine Biology with a life-size mock-up of William Beebe’s lab aboard The Arcturus on discovery in the Galapagos Islands, next is Treasure Diving with artifacts from the Spanish 1733 fleet, Adaptive Diving (for those physically challenged in the water) with the story of Matt Johnston who is the first ventilator dependent person to dive, Military Diving, then on to SCUBA and Technical Diving including early designs and equipment along with information about exploration into the deep abyss in one atmosphere suits. Throughout the exhibits the contributions of female diving pioneers are highlighted as part of a partnership with our local Business & Professional Women’s group. We also have a changing exhibit room that has displayed two featured exhibits annually. Currently on display is Sponge Hunters, the history of the sponge industry in Key West with hook boats, Bahamian sponge divers and the hard-hat divers of Tarpon Springs, along with sponge restoration efforts.

**Use of Collection:** The permanent objects in the core collection on display tell the international story of exploration under the sea. New accessioned items must meet strict criteria that follows our mission.

**Care of the Collection:** The Collections Manager is ultimately responsible for overseeing the care of the artifacts. Our current manager has been with HDM for close to eight years and holds a Master’s Degree in Museum Studies. The general areas to the exhibits are cleaned three times a day: opening, midday and closing, with walkthroughs in between. If something is noticed that needs immediate attention, we promptly address it, otherwise it will be taken care of during the weekly deep clean. HDM also keeps a detailed maintenance schedule for specific issues like the aquarium and a helmet dunk tank.

**Preservation:** HDM strives to provide a safe environment for all objects in the collection, including artifacts and documentation. The museum makes every effort to reduce risk and damage. This includes proper storage, regular inspections of environmental conditions, pest management and regular inventories. Smoking is prohibited on museum property and plants of any kind are not permitted in the building.

**Conservation:** If it has been determined that an object needs conservation or restoration, HDM will attempt to complete this procedure in-house if we have the proper staff, time, knowledge and resources. If it is determined that the assistance of outside help is required, HDM is committed to seeking a qualified conservator with professional training who adheres to accepted museum standards and practices. The Collections Committee will accept proposals and submit them to the Executive Director and the Board of Directors for review. All conservation will be overseen by the Collections Manager and/or Curator. HDM maintains a list of specialists in this field.

## E. Impact - Reach Page 5 of 12

For questions 1-6, do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

**1. What is the estimated number of events related to this proposal?**

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15

**2. What is the estimated number of opportunities for public participation for the events?**

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15

**3. How many Adults will participate in the proposed events?**

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4,150

**4. How many K-12 students will participate in the proposed events through their school?**

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500

**5. How many individuals under the age of 18 will participate in the proposed events outside of their school?**

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1,350

**6. How many artists will be directly involved?**

Enter the estimated number of professional artists that will be directly involved in providing artistic services specifically identified with the proposal. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. This

figure should reflect a portion of the total individuals benefiting. If no artists were directly involved in providing artistic services enter 0.

**6.1. Number of artists directly involved?**

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12

**6.2. Number of Florida artists directly involved?**

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12

**Total number of individuals who will be engaged?**

6012

**7. How many individuals will benefit through media?**

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8,400

**8. Proposed Beneficiaries of Project**

Select all groups of people that your project intends to serve directly. For each group, you can select more than one answer if applicable. If your project/program served the general public without a specific focus on reaching distinct populations, then select the “No Specific Group” options.

**8.1. Race Ethnicity: (Choose all that apply) \***

- Asian
- Black or African American
- Hispanic or Latino
- White

**8.2. Age Ranges (Choose all that apply): \***

- Children/Youth (0-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

**8.3. Underserved/Distinct Groups: \***

- Individuals with Disabilities
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Other underserved/distinct group

**9. Describe the demographics of your service area. (2000 characters)**

Demographics are distinct characteristics of a population. Examples include but are not limited to: age, race, ethnicity, religion, gender, income, family status, education, veteran, disability status, and employment.

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The Florida Keys/Monroe County is 125 miles long, separated into general areas: Upper Keys, Middle Keys, and Lower Keys. There is an estimated population of 82,170 individuals (per the July 2021 US Census). Based on those numbers, most of the population identified as white alone, non-Hispanic or Latino at 65.1%, followed by Hispanic/Latino at 25.3% and 7.1% Black or African American alone. With 15.2% under 18 years and 23.7% over 65. Population Characteristics included 19.8% Foreign Born and 6.4% Veterans.

Monroe County School District (MCSD) records indicate there are currently 9,129 enrolled students with an average of 665 per grade level from 2<sup>nd</sup> Grade through Senior's (HDM targeted levels). The traditional and charter school population is divided into Upper Keys: 2,478; Middle Keys: 1,378; Lower Keys: 4,950 with 323 in virtual or alternative schooling Keys wide. The students are 44.6% White, non-Hispanic and 39.8% Hispanic, balance other, with 40% that are FRL-Eligible (Museums for All).

HDM also serves a large percentage of our Florida out-of-county visitors that come from our neighboring county to the north. Miami-Dade. Miami-Dade has an estimated population of 2.6M which identifies as 69.4% Hispanic or Latino, 17.7% Black or African American and 12.9% White alone, non-Hispanic or Latino. With 20.2% under 18 and 16.7% over 65. Population Characteristics are 54% Foreign Born and 47.2% Veterans. Miami-Dade school district is the 4<sup>th</sup> largest in the United States and has 160 countries represented in the student body.

**10. Additional impact/participation numbers information (optional) (1500 characters)**

Use this space to provide the panel with additional detail or information about the impact/participation numbers. Describe what makes your organization/programming unique.

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HDM visitors come from all 50 states and international destinations. They span the scope of recreational divers, military & commercial divers, and overall cultural enthusiasts. Guests enjoy the international collection which highlights male and female pioneers as well as those that broke through racial barriers to explore under the sea. This message is also delivered through educational outreach that targets all age groups including elementary through high school students.

By understanding the dynamics of our local community, our neighboring Miami-Dade population and general visitors, we can provide a better, more inviting museum experience.

**11. In what counties will the project/program actually take place?**

- Miami-Dade
- Monroe

## 12. What counties does your organization serve?

Monroe

## 13. Describe your virtual programming. Only for applicants with virtual programming. (2500 characters)

Briefly describe any virtual programming that you provide to the public. This information should include who is able to access the programming and any payment structure.

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At the start of the Covid-19 pandemic HDM began heavily focusing on virtual programming, using YouTube in a revamped way. Our education team created a new video every week aimed at varied age groups. These videos include story time segments reading books about diving pioneers, arts and craft projects about marine animals, diving-related science experiments, artifact talks, lighthearted videos about social issues, and mini history lessons about different diving topics. All of these productions were freely dispersed via YouTube and shared across social media platforms. We also transitioned our popular lecture series to be entirely virtual. At first this was because we could not have people inside, but we found that our virtual presentations had significant attendance and engagement, and reached interested people who would not otherwise be able to access this content. We host the Immerse Yourself! presentations on the third Wednesday of each month. A guest speaker gives an hour-long talk in-person or over Zoom. This lecture is available for free whether in-person or via Zoom attendance. These events are featured on various outside websites such as Chamber of Commerce, Culture Owl, and Visit Florida. We make information about these events available through several avenues, including local newspaper ads, virtual ads, Facebook, Instagram, and Twitter posts, as well as physical pamphlets in the Museum. It is also advertised in our monthly newsletter and on our website. The link to sign up for the Zoom is very accessible to anyone with a computer or mobile device. After the presentation is complete staff uploads the video to YouTube where they can be viewed for free at any time. Currently our most watched Immerse Yourself! presentation has nearly 6,000 views.

HDM contributes to virtual programming for other non-profits, dive clubs and other organizations. (i.e. our Executive Director was a speaker for the virtual Key Largo to Key West Challenge.)

In addition, HDM has started doing a featured exhibit highlight video to post on our website for those that cannot attend an opening or visit the Keys.

## 14. Proposal Impact (3500 characters)

How is your organization benefitting your community .What is the economic impact of your organization?

**Organizations:** Include education and outreach activities.

**Solo or Individual Artists:** Include any positive social elements and community engagement anticipated from the project.

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HDM offers programming to schools as an educational and community outreach benefit. That said, only 9% of our actual admissions are those living in the Keys. Our economic contribution is to support the tourism industry as a cultural attraction. HDM is located in the diving capital of the United States. Recreation-Tourism is the most important industry in the Florida Keys according to the National Marine Sanctuaries Socioeconomic Research & Monitoring Report. Recreation-tourism accounts for anywhere between 33% and 75% of the local economy depending on the definition of income (i.e. by place of residence or place of work).

Due to the pandemic and restrictions on international travel, HDM saw a steady stream of domestic travelers through Fiscal Year 2021, bringing us close to pre-pandemic numbers. More visitors made repeated trips to the Keys as their global plans changed and ended up visiting the museum more than once during the year. Groups often mentioned this when returning to to Museum, often with different companions. The most common transportation was driving a personal or rented vehicle. With limited museum options in the Upper Keys and the large number of divers plus cultural travelers, having changing exhibits, new programs and events are critical for engagement. Visitors want new activity guides, different scavenger hunts or to see a new presentation.

Per reports from the Monroe County Tourist Development Council: visitors spent an average of 5 nights in the Keys; are most likely to be traveling with their spouse/significant other/family; with an increase in the number coming with grandchildren. Of those numbers 40% are likely to visit Museums and 28% attend cultural events, with 29% snorkeling and 21% diving. Aside from the local community, HDM is the added value attraction to serve this wide audience. We are ADA compliant, pet friendly, open 362 days a year from 10:00 AM to 5:00 PM, with some night events and have four full-time and one part-time staff on our Team.

Our programs bring people to the area or keep them here longer if they are already in town. To avoid traffic, they are more likely to stay close by and eat at various local restaurants and bars. For weekend programs HDM often partners with local dive stores to offer reduced rate dive trips after attendees have been to the museum for a morning presentation. Our most recent military event was collaboration with the Key Largo Chamber of Commerce celebrating the 20<sup>th</sup> anniversary of the sinking of the USS Spiegel Grove as an artificial reef. The event included installing a commemorative plaque with the daughter of a service man assigned to the ship, and a free community reception with the team that worked on the sinking project. Hundreds of people participated and thousands saw it all over the news and social media.

If funded, this grant will help bring space enthusiast and visitors from the Space Coast. It will attract new eco-tourism folks to learn about the mangroves in Edge of the Sea and more military for Blue Star programming like those stationed in Miami at Southern Command. This is a group we are building a relationship with thanks to a retired admiral and HDM member.

## 15. Marketing and Promotion

### 15.1. How are your marketing and promoting your organizations offerings? \*

- Brochures
- Collaborations
- Email Marketing
- Magazine
- Newsletter
- Newspaper

- Radio
- Paid Social Media
- Other

## **15.2. What steps are you taking in order to build your audience and expand your reach? (3500 characters)**

**How are you marketing and promoting your organizations offerings?**

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**Creating new featured exhibits with content programming helps builds new partnerships and expands our reach to new audience. During our current Sponge Hunters featured exhibit, HDM is marketing to targeted Tampa/St. Pete dive stores planning trips to the Keys and are now interested in adding a cultural tour with a dive vacation. In 2023, with the Aquanaut to Astronaut featured exhibit, HDM will market the exhibit opening, special presentations and educational outreach opportunities to the Orlando/Space Coast communities through arts and culture avenues as well as diving communities. HDM has advertised and had editorial content in Orlando Family Magazine. This fall the largest dive business convention will be held in Orlando. HDM will attend and meet with travel planners thinking ahead for 2023/2024 trips to the Keys. Dive Into Art will bring in more eco-tourist, kayakers, paddle boarders, individuals that may not think of going to a Diving Museum.**

**Our various social media platforms have been more heavily utilized as an avenue for outreach and education, showcasing museum artifacts, the history behind them, and additional photos and information. This has been done on Twitter, Instagram, Facebook, and we are currently exploring additional platforms such as Reddit and TikTok. A Wikipedia article about the Museum was recently been made, making our information available to a wider audience.**

**Additionally, more diverse topics and institutions are being explored in order to make vital connections for outreach and collaboration purposes. Such efforts have included interacting with the US Naval Undersea Museum in Washington State and the Great Lakes Shipwreck Museum for social media content. Immerse Yourself! speakers have been acquired for next year's lineup from the University of Maryland and from a well-known Netflix documentary; Last Breath.**

**HDM collaborates with the Tourism Development Council, Newman PR, Florida Keys Council of the Arts, Visit Florida, Key Largo, Islamorada and Marathon Chambers of Commerce, ScubaRadio, DiveNewswire, along with diving publications to inform more people about events. Collaboration with these entities provides HDM greater media reach to potential program participants. To attract a more culture focused traveler, HDM advertises and includes editorial content in both Culture Owl and Destination Florida. They both have online digital and quarterly print magazines available in hundreds of hotels and outlets. Flyers and rack cards are distributed throughout local dive stores, hotels and Chambers to attract visitors to new exhibits and upcoming events.**

**HDM applies for and has been successful in obtaining local Cultural Umbrella grants to assist with marketing and promotion for featured exhibits and events that are part of our advertising budget of \$27,000 for educational outreach events and programming.**

**For the Immerse Yourself! series, HDM will continue to seek out and obtain sponsors to assist with advertising costs. By having an annual flyer ready for early distribution, travelers and group leaders have the time needed in advance of planning trips to the Florida Keys. More detailed monthly flyers are prepared for distribution through sponsors and the speakers themselves to help cross promote IY presentations as well as other events.**

## F. Impact - Diversity, Equity and Inclusion Page 6 of 12

**1. Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility. In addition to your facility, what specific step are you taking to make your programming accessible to persons of all abilities and welcoming to all members of your community? (3500 characters)**

For example, explain use of accessibility symbols in marketing materials, accessibility of facilities and programming and/or target population. You can find resources on accessibility at [dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility](https://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility). We encourage all applicants to include images in the support materials showing the use of accessibility symbols in marketing materials.

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The Museum is open annually 362 days from 10am to 5pm, and some evenings. We are ADA compliant and also pet-friendly. Our restrooms are clearly marked for accessibility and the Diving a Dream exhibit features breakthroughs in adaptive diving to build awareness to this area of the sport. When notified of a need, or a request is made with a two-week notice, HDM has contacts with American Sign Language, or we can call in experienced interpreters for more detailed workshops and seminars. Over the last year HDM included close captioned on our 3.5-minute introduction video, as well as the videos in the exhibits. During that time, the Parade of Nations Exhibit audio presentation was transcribed and placed in the exhibit so hearing impaired visitors can read along to follow a script with the helmet light show. To assist those that do not have English as a first language, HDM has exhibit guides in nine different languages. We also strive to ensure our website is ADA compatible, and attend local ADA workshops to seek guidance on ways to improve. HDM also has a wheelchair onsite that can be used by requested, free of charge.

The exhibits showcase pioneer male and female divers as well as an inclusive diverse population from around the world relating to those who explore the oceans.

HDM serves a wide cross-section of the public including many families, groups of seniors, young adults, and students, with over 18,000 visitors last fiscal year. We anticipate serving over 19,000 by the end the current fiscal year. The majority (91%) of our visitors are from out of Monroe County and encompass all 50 states as well as international visitors from all over the world. HDM recently joined the Museums for All program, offering free admission to those on showing a SNAP or EBT card. This benefits 41% of Monroe County Students who are on Free or Reduced Lunch (FRL) program. In addition, since opening, HDM has allowed active duty military are free admission every day as well as for the past 12 years, HDM has participated in the National Endowment of the Arts Blue Star Museum programing to provide free admission to active Military and their families. HDM offers free community in-person monthly Immerse Yourself presentations in the Diving Research Library, with a virtual option for those that are geographically restricted. In addition, the Diving Research Library serves as a meeting venue for the Tourist Development Council, Coast Guard, Florida Keys Council of the Arts, and other civic and mission related non-profit groups.

## 2. Policies and Procedures

Yes

No

## 3. Staff Person for Accessibility Compliance

Yes

No

**3.1. If yes, what is the name of the staff person responsible for accessibility compliance?**

**Lisa Mongelia**

## 4. Section 504 Self Evaluation

Yes, the applicant has completed the Section 504 Self Evaluation Workbook from the National Endowment for the Arts.

Yes, the applicant completed the Abbreviated Accessibility Checklist.

No, the applicant has not conducted an accessibility self-evaluation of its facilities and programs.

**4.1. If yes, when was the evaluation completed? 10/1/2021**

## 5. Does your organization have a diversity/equity/inclusion statement?

Yes

No

**5.1. If yes include here. (500 characters)**

**HDM provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, military status, marital status, genetics, or other similar factors that are not job-related. HDM complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.**

**6. Accessibility includes other factors besides physical. What efforts has your organization made to provide programming for all? (2000 characters)**

HDM visitors span the scope of recreational divers, military & commercial divers and overall cultural enthusiasts. Guests enjoy the international collection which highlights male and female pioneers as well as those that broke through racial barriers to explore under the sea. With the help of National Association of Black Scuba Divers, HDM has expanded Black and African American influences to the timeline of diving. With each featured exhibit, HDM contacts those that we have an existing relationship plus new groups that might see HDM as a new point of interest. For example, the current Sponge Hunters exhibit includes sponge restoration efforts that is being led by a female scientist. Programming is being offered to local Girl Scout Troops, introducing them to new science possibilities and giving them a sense of empowerment to move forward with their goals opening up diving to all, while in the past it has been a male dominated platform.

Monroe County is geographically linear, limiting both in physical as well as economic access. The island chain spans 125 miles long, split into 5 districts, 16 schools and 8,806 enrolled students at an average of 600 per grade level. This makes it hard for the majority of students to come on-site for a field trip or visit. therefore, HDM has expanded off-site and virtual programs. As an example, last year HDM hosted Dive Into Reading, collaborating with author, Dr. Ellen Prager to give away over 100 books to underserved 4<sup>th</sup> and 5<sup>th</sup> grader students from Key Largo to Key West. The program had students signed up to read *Escape Galapagos*, complete a worksheet, and then participate in a virtual ZOOM the author. Upon completion, students were given a family pass to come to HDM at their leisure through the end of the year, easing the financial burden and making it easier to schedule at a time that was convenient (typically on a road trip to the mainland).

**7. Describe the Diversity of your staff, volunteers, and board members. (1000 characters)**

HDM provides equal employment opportunities to all and expressly prohibits any form of workplace harassment based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, military status, marital status, or genetics. The current team includes 4 full-time and one part-time staff members. We have now and in the past had various gender and age demographics. Our current board consists of nine members with balanced mix of females and males, a variety of ages from generation Y to senior citizens including our newest member joining in 2021, an African American. They bring a diverse skillset with backgrounds in science, history, accounting, law, and educational outreach. HDM volunteers range in all aspects from student, to retiree's, living both locally and internationally that travel to the Keys, with the largest volunteer pool from the Art Guild of the Purple Isles.

# G. Track Record Page 7 of 12

## **1. Organization History (2000 characters)**

Briefly describe your organization's history including founding dates and significant changes in management, location, mission, etc. Also, include major accomplishments and program growth, adaptation to external factors and significant relationships and partnerships.

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HDM is dedicated to collecting, preserving, displaying and interpreting artifacts, antiques, books, documents, photographs and oral history relative to diving history. HDM was first incorporated in 2000 and opened to the public in September 2005, with our lecture series Immerse Yourself! beginning the following month.

Our temporary exhibit space opened in 2016 and has since hosted 12 exhibits. Four of these were Dive into Art (DIA) themed in partnership with the Art Guild of the Purple Isles (AGPI). These collaborative exhibits have opened in January every year since 2018, and have given HDM a new way of including our community, especially young students. Local art teachers are given projects to work on with their students, the created artwork is displayed at HDM alongside pieces from AGPI. Students and AGPI members are able to visit the Museum for free throughout the duration of the show.

The second exhibit that opens each year is made by HDM's fulltime staff whose skills and gifts have been better realized with each new exhibit. The Museum also seeks out experts to collaborate on these large-scale projects. Past collaborators have included the Historical Diving Society, early TEK divers who helped legitimize this field of diving, several international diving organizations along with Diving with a Purpose, National Association of Black Scuba Divers, NOAA and NASA. The current exhibit on display, Sponge Hunters, added multiple biologists, historians from different regions related to the topic and a helmet maker as part of the exhibit team. HDM also collaborates with companies, governmental organizations and other non-profits for programs, events, and sponsorships.

A major growth for the HDM team has been to develop changing exhibits so that they can become a traveling exhibit. For example, student work from this year's Dive Into Art will be on display in Monroe County Libraries and Sponge Hunters is slated for display in Key West and the Tampa area.

## **2. Fiscal Condition and Sustainability (2000 characters)**

Describe the fiscal condition of the organization as it relates to the successful completion of the proposal. Also describe plans to sustain the proposal activities after the grant period.

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HDM is a 501(c)(3) that relies on memberships, admission, donations and sponsors. We keep a balanced budget with an emergency reserve and endowment fund. To offset COVID losses, adjustments to limited staffing availability and outreach opportunities, we have intensified grant writing with two specific aims in mind. First, to create and display more ambitious exhibits with deeper impact. Second, to give more people the opportunity to see the Museum by offering free

admission for groups like local students, SNAP EBT recipients as part of Museums for All, and military families through Blue Star Museums. Another successful funding source that works towards this second goal is our collaboration with Bank of America's Museums on Us program. For the last four years we have received funding to allow BOA card holder's free admission one weekend a month.

State and local foundations have been our most successful grantors as we pursue our two-part goal. While these have assisted, there are times we have had to adjust our scope to stay within a given budget. We design programs so that they can be tailored if needed, but recently this has not been enough. Rising costs and budget limitations have also forced us to outsource work from our community. With our last exhibit we had to order exhibit supplies from an online company because the local printer we historically used, raised their prices significantly to retain their staff now exceeding the allotted budget.

Our longstanding lecture program Immerse Yourself! is well established with an impressive record of past talks. Advertising costs were initially covered by the Tourist Development Council but they have since changed their scope and no longer fund this expense. Since 2013 we have sought new grants and solicited sponsors to support the monthly program. Our speakers generally volunteer their time, cover their own travel plus do the presentation for free, a practice that is no longer the norm with the high costs in the Keys.

### **3. Program Evaluation (2000 characters)**

How will you determine if your Goals and Measurable Objectives are achieved? Who will conduct the evaluation, and who will the evaluation target? What methods will be used to collect participant feedback? (Surveys, evaluation forms, interviews, etc.) When will you collect the information, and how will it be used to inform future programming?

---

At the start of each featured exhibit's planning the team discusses a goal for the exhibit, usually this goal is tied to engagement or specific education themes. Programs tied to the exhibit also work to further our exhibit goals, with additional goals in attracting new visitors to the Museum. To determine how well these goals are achieved we gather verbal feedback from visitors as well as anonymous surveys and specific focus groups. Feedback is shared amongst staff verbally and via email depending on how related the feedback is, and it often informs future decisions.

In 2020 we added an anonymous survey to our website accessible via QR codes in our featured exhibit space. The survey has proven the most successful of our evaluative methods. It is tailored to each new exhibit but also discusses the permanent exhibits. Our exhibit staff monitor this feedback and it has impacted their choices on multiple occasions. For example, we have changed text formatting in the most recent exhibit after a comment about difficulty reading for visitors with visual impairments. We also add QR codes to each new exhibit with further reading, as that has been a much-enjoyed feature mentioned in surveys. There is also an interactive message board in the featured exhibit with a creative prompt. In addition to the prompt many visitors leave feedback about the Museum as a whole.

Our Executive Director takes continuing Museum Education courses through American Association of State and Local History to stay up to date on museum practices. Other staff members dedicate time to reading publications from the field for this same reason. HDM staff also regularly monitor comments on social media sites such as Trip Advisor, Google Reviews,

YouTube, Facebook and Instagram for valuable feedback. When exhibits and programs end all staff discuss outcomes and goals during staff meetings and brainstorm ways to continuously improve the museum experience for our visitors.

**3.1. Describe the expected outcomes of the project. How will you determine the success of the project? (2000 characters)**

The expected outcome of our participation in the Blue Star Museum program is to support military families. This first goal is easy to keep track of via Point of Sale and anecdotally as partners and families of military personnel are vocal in their appreciation of this program and are enthusiastic about spreading the word in their communities. One way we track word of mouth advertising is by asking all visitors how they heard about HDM when they are purchasing tickets. We record their answer and make additional notes about who specifically recommended their visit.

This tracking system is also useful in measuring the success of our featured exhibits: to attract new and repeat visitors with varied topics for them to learn about. Another goal is for these chosen topics to inspire visitors. As this is a more holistic goal it is harder to gauge, though the conversations visitors have with staff are usually good. Our online survey better captures specific feedback: what types of things people liked or disliked. All of that feedback is discussed amongst our team who use it to inform future exhibit plans.

The Dive into Art series also has a goal of engaging local students through community art. The success of this project can be seen by how many art teachers choose to rejoin the project each year. To aid this goal we will work to make this an easier process by having clear lesson plans with all necessary materials dropped off at schools and no outside meetings the teachers need to take part in. We will organize volunteers to bring materials to schools and pick up completed artworks. This plan is a response to teacher feedback from the 2022 show, with special attention paid to responses from teachers who opted not to join. Many now have 600+ students they teach, special projects on top of their daily workload are difficult to agree to. A success would be to have two more schools participate, increasing from eight to ten, who join the next project.

**4. Completed Fiscal Year End Date (m/d/yyyy) \* 9/30/2021**

**5. Operating Budget Summary**

Expenses	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
1. Personnel: Administrative	\$84,315	\$88,853	\$89,930
2. Personnel: Programmatic	\$145,036	\$186,860	\$188,475
3. Personnel: Technical/Production			
4. Outside Fees and Services: Programmatic			

5.	Outside Fees and Services: Other	\$23,165	\$21,080	\$23,725
6.	Space Rental, Rent or Mortgage			
7.	Travel		\$2,000	\$2,000
8.	Marketing	\$32,109	\$34,278	\$41,355
9.	Remaining Operating Expenses	\$60,698	\$64,320	\$97,820
A.	Total Cash Expenses	\$345,323	\$397,391	\$443,305
B.	In-kind Contributions			
C.	Total Operating Expenses	\$345,323	\$397,391	\$443,305
	Income	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
10.	Revenue: Admissions	\$287,337	\$248,006	\$298,400
11.	Revenue: Contracted Services			
12.	Revenue: Other			
13.	Private Support: Corporate	\$5,000	\$4,500	\$5,000
14.	Private Support: Foundation	\$11,902	\$30,000	\$15,000
15.	Private Support: Other	\$110,935	\$84,950	\$86,250
16.	Government Support: Federal	\$43,441	\$41,019	
17.	Government Support: State/Regional		\$35,500	
18.	Government Support: Local/County	\$18,639	\$32,912	\$48,655
19.	Applicant Cash			

<b>D. Total Cash Income</b>	<b>\$477,254</b>	<b>\$476,887</b>	<b>\$453,305</b>
<b>B. In-kind Contributions</b>			
<b>E. Total Operating Income</b>	<b>\$477,254</b>	<b>\$476,887</b>	<b>\$453,305</b>

**6. Additional Operating Budget Information (1000 characters)**

Use this space to provide the panel with additional detail or information about the operating budget. Please explain any deficits, excess revenue, or major changes to any line items or budget totals. If not applicable, then write "not applicable."

The last few years have seen a shift in funding and resources. HDM received PPP in '21 and '22 which was helpful to keep valued staff however, we have not been able to find applicants to replace staff that moved out of the area to be closer to family. Due to our short staffing issue, we did not have the resources last spring to apply during the 2023 GPS grant cycle. With the help of summer and winter interns, we are successfully back on a grant writing cycle. (while sit looking for Visitor Services staff) That said, admissions continues to be on an uptick, as well as Museum Store sales. Expenses have been managed so that our facilities remain well maintained and improved upon as we obtain grants and funding. Marketing has been able to be increased through a TDC Cultural Umbrella grant which will be used to attract attendees to featured exhibit programming and events.

**7. Paid Staff**

- Organization has no paid management staff.
- Organization has at least one part-time paid management staff member (but no full-time)
- Organization has one full-time paid management staff member
- Organization has more than one full-time paid management staff member

**8. Hours \***

- Organization is open full-time
- Organization is open part-time

**9. Does your organization have a strategic or long range plan?**

- Yes
- No

**10. Rural Economic Development Initiative (REDI) and Underserved Waiver**

Yes

No

# H. Budget Page 8 of 12

## 1. Proposal Budget Expenses:

Detail estimated proposal expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses at [dos.myflorida.com/cultural/grants/grant-programs](http://dos.myflorida.com/cultural/grants/grant-programs).

The expense section contains three columns:

- a. Grant funds (these are the funds you are requesting from the state)
- b. Cash Match (these are earned or contributed funds supplied by your organization)
- c. In-kind (the value of donated goods and services)
- d. Save each individual line within the budget.
- e. To update budget totals, save each page.

Do not include any non-allowable expenses in the proposal budget. (See: non-allowable expenses).

For General Program Support the Proposal Budget should match the operating budget minus any non-allowable expenses (see non-allowable expenses).

For Specific Cultural Projects the Proposal Budget expenses must equal the Proposal Budget income.

### 1.1. Personnel: Administrative \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	ED oversight and event staffing	\$20,072	\$10,072	\$10,000	\$40,144
<b>Totals:</b>		<b>\$20,072</b>	<b>\$10,072</b>	<b>\$10,000</b>	<b>\$40,144</b>

### 1.2. Personnel: Programmatic \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Exhibit development & educational programming	\$45,000	\$22,500	\$22,500	\$90,000
<b>Totals:</b>		<b>\$45,000</b>	<b>\$22,500</b>	<b>\$22,500</b>	<b>\$90,000</b>

### 1.3. Personnel: Technical/Production \*

### 1.4. Outside Fees and Services: Programmatic \*

### 1.5. Outside Fees and Services: Other \*

**1.6. Space Rental (match only) \***

**1.7. Travel (match only) \***

**1.8. Marketing \***

**1.9. Remaining Proposal Expenses \***

**1.10. Amount of Grant Funding Requested:**

**\$65,072**

**1.11. Cash Match:**

**\$32,572**

**1.12. In-Kind Match:**

**\$32,500**

**1.13. Match Amount:**

**\$65,072**

**1.14. Total Project Cost:**

**\$130,144**

**2. Proposal Budget Income:**

Detail the expected source of the cash match (middle column) your organization will be using in order to match the state funds (first column) outlined in the expense section. Use the budget categories listed below. Do not include your grant request (first column) or in-kind (third column). Include only income that specifically relates to the proposal. The Proposal Budget income must equal to the Proposal Budget cash match in the expenses.

**2.1. Revenue: Admissions \***

<b>#</b>	<b>Description</b>	<b>Cash Match</b>	<b>Total</b>
1	Tickets	\$9,928	\$9,928
<b>Totals:</b>		<b>\$0</b>	<b>\$9,928</b>

**2.2. Revenue: Contracted Services \***

**2.3. Revenue: Other \***

**2.4. Private Support: Corporate \***

#	Description	Cash Match	Total
1	Corporate sponsors	\$3,000	\$3,000
<b>Totals:</b>		<b>\$0</b>	<b>\$3,000</b>

**2.5. Private Support: Foundation \***

#	Description	Cash Match	Total
1	Local Foundation support	\$5,000	\$5,000
<b>Totals:</b>		<b>\$0</b>	<b>\$5,000</b>

**2.6. Private Support: Other \***

#	Description	Cash Match	Total
1	Fundraising, Memberships	\$7,144	\$7,144
<b>Totals:</b>		<b>\$0</b>	<b>\$7,144</b>

**2.7. Government Support: Federal \***

**2.8. Government Support: Regional \***

**2.9. Government Support: Local/County \***

#	Description	Cash Match	Total
1	Culture Umbrella Support	\$7,500	\$7,500
<b>Totals:</b>		<b>\$0</b>	<b>\$7,500</b>

**2.10. Applicant Cash \***

**2.11. Total Project Income:**

\$130,144

**2.12. Proposal Budget at a Glance**

Line	Item	Expenses	Income	%
A.	Request Amount	\$65,072	\$65,072	50%
B.	Cash Match	\$32,572	\$32,572	25%

Line	Item	Expenses	Income	%
	Total Cash	\$97,644	\$97,644	75%
C.	In-Kind	\$32,500	\$32,500	25%
	Total Proposal Budget	\$130,144	\$130,144	100%

### 3. Additional Proposal Budget Information (optional) (1000 characters)

Use this space to provide the panel with additional detail or information about the proposal budget. For example, if you have more in-kind than you can include in the proposal budget you can list it here.

HDM has successfully written and been awarded local government which support marketing efforts for featured exhibits, cultural programming and events. In addition, for the past four years HDM has held annual Giving Tuesday campaigns to raise money for featured exhibit costs and received foundation grants to assist with programming expenses, supplies and exhibit displays. We anticipate a continuation of these efforts, therefore no line items are included for these items in our GPS request.

In-kind services are not factored into our written annual budget and are tracked separately along with volunteer hours.

# I. Attachments and Support Materials Page 9 of 12

Complete the support materials list using the following definitions.

- **Title:** A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description:** (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DAC credit statement and/or logo.
- **File:** The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
Images	.jpg, .gif, .png, or .tiff	5 MB
documents	.pdf, .txt, .doc, or .docx	10 MB
audio	.mp3	10 MB
video	.mp4, .mov, or .wmv	200 MB

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save files into .pdf format before submission.

## 1. Required Attachment List

Please upload your required attachments in the spaces provided.

### 1.1. Substitute W-9 Form

File Name	File Size	Uploaded On	View (opens in new window)
2022 W9 Substitutue form.pdf	223 [KB]	6/1/2022 2:24:18 PM	<a href="#">View file</a>

### 1.2. Federal 990 Form (most recently completed)

File Name	File Size	Uploaded On	View (opens in new window)
2019 FORM 990 - PUBLIC INSPECTION HISTORY OF DIVING MUSEUM, INC..pdf	195 [KB]	6/1/2022 2:30:42 PM	<a href="#">View file</a>

## 2. Support materials (required)\*

<b>File</b>	<b>Title</b>	<b>Description</b>	<b>Size</b>	<b>Type</b>	<b>View (opens in new window)</b>
<b>2022 AGPI Letter of Support and Project Outline.pdf</b>	<b>AGPI letter of support and outline</b>	<b>Sample of Dive Into Art exhibit</b>	<b>407 [KB]</b>		<b>View file</b>
<b>2022 MCSD Letter of Support.pdf</b>	<b>2022 MDSC letter of support</b>	<b>Example of current programming</b>	<b>40 [KB]</b>		<b>View file</b>
<b>2023 Aquanaut to Astronaut Outline.pdf</b>	<b>2023 Aquanaut to Astronaut Outline</b>	<b>Outline shared with NASA and partners working on exhibit</b>	<b>504 [KB]</b>		<b>View file</b>
<b>Blue Star Military Diving Guide.pdf</b>	<b>Blue Star Activity</b>	<b>Sample of handouts during Blue Star</b>	<b>707 [KB]</b>		<b>View file</b>
<b>2022 Sponge Hunters Activity Guide.pdf</b>	<b>Sponge Hunters Activity Guide</b>	<b>Sample of Featured Exhibit activity guide</b>	<b>8255 [KB]</b>		<b>View file</b>
<b>Immerse Yourself 2022 Schedule 4-1.pdf</b>	<b>2022 Immerse Yourself! series schedule</b>	<b>Sample of monthly speakers</b>	<b>5795 [KB]</b>		<b>View file</b>

2.1.

# J. Notification of International Travel Page 10 of 12

## Notification of International Travel

In accordance with **Section 15.182, Florida Statutes**, the grantee shall notify the **Department of State** of any international travel at least **30 days** before the date the international travel is to commence or, when an intention to travel internationally is not formed at least **30 days** in advance of the date the travel is to commence, as soon as feasible after forming such travel intention. Notification shall include **date, time, and location** of each appearance.

### 1. Notification of International Travel

I hereby certify that I have read and understand the above statement and will comply with **Section 15.182, Florida Statutes**, International travel by state-funded musical, cultural, or artistic organizations; notification to the **Division of Arts and Culture**.

# K. Florida Single Audit Act Page 11 of 12

## Florida Single Audit Act

In accordance with Section 215.97(2)(a) and 215.97(8)(a), Florida Statutes, and the policies and procedures established by the Division of Arts and Culture, the grantee is required to certify annually if your organization with FEIN (insert FEIN here) expended \$750,000 or more from all combined state sources and all combined federal sources during your organization's fiscal year. If your organization has exceeded the threshold of \$750,000, your organization will be required to comply with the Florida Single Audit Act. You will be required to complete a separate certification form in [dosgrants.com](http://dosgrants.com) following the close of your fiscal year.

### 1. Florida Single Audit Act

I hereby acknowledge that I have read and understand the above statement and will comply with Section 215.197, Florida Statutes, Florida Single Audit Act and the policies and procedures established by the Division of Arts and Culture.

# L. Review & Submit Page 12 of 12

## 1. Guidelines Certification

I hereby certify that I have read and understand the guidelines and all application requirements for this grant program outlined under section 265.701, Florida Statutes and incorporated by reference into Rule 1T-1.036, Florida Administrative Code.

## 2. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Florida Keys History of Diving Museum, Inc. and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third-degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

### 2.1. Signature (Enter first and last name)

Lisa Mongelia

